




INSTRUCTIONS

Use this form for all proposed *TIP Revisions*, both *TIP Amendments* and *TIP Administrative Modifications*.

Use a separate form for each proposed project being revised, added or deleted. If a project's proposed revision results in changes to another project(s) be sure to use a separate form for each project affected by the proposed revisions.

The form is available in Microsoft Word or a hard copy may be filled out by hand using ink not pencil.

  Send or fax the completed form(s) to David Pennella at the address above or  email to Dpennella@mrcog-nm.gov

Complete steps 1 through 6 for ALL types of proposed TIP revisions for all projects.

Complete the *Addendum for TIP Revisions*, steps A.1 through A.4 for all proposals which:

- add a project to the TIP,
- combine two or more existing projects into one project, or
- split an existing project into two or more projects,
- update any existing project information.

Criteria Differentiating TIP Amendments and TIP Administrative Modifications

Amendments are required for:

- addition or deletion of any project (except as noted below);
- substantial changes to the scope of a project (e.g. changing the number of through traffic lanes);
- changing the termini of a capacity project any length OR a non-capacity project resulting in more than ½ mile cumulative change.
- changes to any project that would affect air quality conformity;
- changes in the availability/unavailability of earmarked (special appropriation) funds;
- projects that are moving into or out of the first four Federal Fiscal Years of the TIP;
- changes in a project's total programmed amount greater than 15% (or any amount greater than \$2 million); and
- changing a project's fund source(s) from non-Federal to Federal.

Administrative Modifications can be made for:

- any revision that does not meet the Amendment criteria listed above, such examples as:
 - changes to a project's programmed amount less than 15% (up to \$2 million);
 - minor changes to the scope of a project;
 - moving a project's funds to another Federal Fiscal Year provided they are not being moved into or out of the first four FFY's of a TIP;
 - minor changes to funding sources of a project in the TIP
 - splitting an existing project into two or more projects provided the cumulative total amount of funds programmed remains the same; and
 - combining two or more existing projects provided the cumulative total amount of funds programmed remains the same.

NOTE: This form is currently under revision as part of the review of the *TIP Policies and Procedures*.

Transportation Improvement Program

Mid-Region Metropolitan Planning Organization

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TIP Revision Proposal

STEP 1 – PROJECT INFORMATION – Complete project information (complete “Proj. Desc.” only if revising it or adding a project)

Date of Proposal:	Project ID Number(s): (existing projects)		
Project Title:			
Beginning Terminus (westernmost or southernmost point)			
Ending Terminus (easternmost or northernmost point)			
1 st Rte. or FL # (if any):	2 nd Rte. or FL #	Proj. Length (CL miles):	
Project Description/Brief Scope of Work: (For highway/bridge projects include the number & width of lanes, bike paths/lanes & sidewalks.)			

STEP 2 – FUNDING SCHEDULE – Show current funding, proposed changes and proposed adjusted funding.

	Funding Category ²	1 st Four Federal TIP Years				4 Year TOTALS	TIP Informational Years	
		Federal FY 2008 ¹	Federal FY 2009 ¹	Federal FY 2010 ¹	Federal FY 2011 ¹		Federal FY 2012 ¹	Federal FY 2013 ¹
Current Program as shown in TIP now [] check if not in TIP	State Match	\$	\$	\$	\$	\$	\$	\$
	Local Match	\$	\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$	\$
	TOTALS	\$	\$	\$	\$	\$	\$	\$
CHANGES Note the amount being + or - to each fund source	State Match	\$	\$	\$	\$	\$	\$	\$
	Local Match	\$	\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$	\$
	TOTALS	\$	\$	\$	\$	\$	\$	\$
Proposed Adjusted Program [] check if new TIP proj.	State Match	\$	\$	\$	\$	\$	\$	\$
	Local Match	\$	\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$	\$
	TOTALS	\$	\$	\$	\$	\$	\$	\$
Indicate Phase(s) which will use the funds in each FY ³								
Explain Reason for Funding Revision:								
Documentation of Fund Source for Local Match for Federal Funding ⁴								
If funding is proposed within the first two TIP fiscal years (before Sept. 30, 2009) justify the need for doing so.								

¹ The TIP operates on the Federal Fiscal Year which runs from October 1st through September 30th (ex. FY 2008 runs Oct. 1, 2007 through Sept. 30, 2008 and so on).

² If known, enter the funding category (ex. STP-U, GRIP 2, CMAQ, FTA 5307, State Gen. Fund, etc.) especially if some funds are already programmed, applied for and/or awarded. MRCOG committees and boards will have final determination of the funding category for any new request for Federal funds if the project is accepted.

³ ED – Environ. Document PE – Preliminary Engr. DE – Design ROW – Right-of-Way Acquisition CON – Construction O – Other

⁴ Note the source of Non-Federal funds which should be documented by inclusion in the agency's CIP, priority list or similar document, resolution of the governing body, commitment letter from the chief fiscal or administrative officer, mayor, county manager, etc. Please note the resolution number and/or date of documentation. Federal fund sources require varying amounts of local match; be sure the local funds satisfies at least the minimum match requirement.

Source of Latest Cost Estimates:

- ☐ – Professional Judgment ☐ – Land Acquisition Costs
☐ – Environmental Document ☐ – Construction or Purchase Bids/Documents
☐ – Prel. Engr. or Design Document ☐ – Other: _____.

Has an inflation rate been factored in for costs beyond the current fiscal year? ☐-Yes, at _____ % ☐-No

Does this proposal add CMAQ funding to the project? ☐-Yes ☐-No

If yes, you must submit the CMAQ qualification analysis with this proposal.

STEP 3 – PROJECT DEVELOPMENT & PROJECT READINESS – Enter the proposed/actual completion date of these phases.

Env. Doc.	Prel. Engr.	Design	Right-of-way
Proposed Letting Date or Purchase Date		Proposed Project Completion Date	

STEP 4 – LEAD AGENCY (PROJECT SPONSOR) INFORMATION – Complete the following.

Lead Agency			
Department			
Address			
Address			
City, State		Zip code	
Contact Person		Title:	
Telephone:	()	Fax	()
		Email:	

STEP 5 – INITIAL PROJECT QUALIFICATION SCREENING – Answer the following questions.

According to Federal regulations, all projects included in the Transportation Improvement Program (TIP) must be included in the Metropolitan Transportation Plan (MTP). Refer to the current 2030 MTP (available at www.mrcog-nm.gov under “Metro Planning” then “Long Range”).

a). Is this project listed in the 2030 Metropolitan Transportation Plan (MTP)?..... ☐-Yes ☐-No

If “yes”, what is the MPO ID Number(s)? _____

b). Will the completed project comply with the requirements of the Americans With Disabilities Act (ADA)?..... ☐-Yes ☐-No

c). Will the completed project comply with the requirements of Title VI⁴? ☐-Yes ☐-No

⁴ Title VI addresses equity issues such as environmental and social justice. For more information contact MRCOG.

If you answered “no” to a, b, or c please explain below.

STEP 6 – PROJECT REVISION SCREENING – This proposed project revision will result in (check all that may apply):

- ☐- adding OR deleting a project in the TIP (except as noted in the *Criteria Differentiating Amendments & Administrative Modifications*)
☐- changing a project's fund source(s) from non-Federal to Federal
☐- moving a project into OR out of the first four Federal Fiscal Years (2008, 2009, 2010 or 2011) of the TIP
☐- changing the project's programmed amount due to the availability/unavailability of earmarked (special appropriation) funds
☐- changing the project's programmed amount by greater than 15% (or more than \$2 million)
☐- substantial changes to the scope of work of the project
☐- changing the termini of a capacity project any length OR a non-capacity project resulting in more than ½ mile cumulative change
☐- changes to the project's air quality conformity

STOP If you checked NONE of the boxes above, this revision meets the criteria for an **Administrative Modification** and will be processed accordingly.
If you checked ANY of the boxes above, this revision does not meet the criteria for an **Administrative Modification** and will be processed as a **TIP Amendment** in the next quarterly TIP Amendment cycle.

STOP Please continue and complete the *Addendum for TIP Amendments* for all proposals which either add a project to the TIP, split an existing project into two or more projects, combine two or more existing projects into one project, or for any existing project with informational changes.

Send or fax this form to David Pennella at the address on page 1 or email to Dpennella@mrcog-nm.gov

For further information refer to the instructions for this form and/or the *Transportation Improvement Program Policies and Procedures* dated September 23, 2004, available at www.mrcog-nm.gov

ADDENDUM for TIP REVISIONS

STEP A.1 – ADDITIONAL PROJECT INFORMATION – Complete the following.

Project Justification & Problem Identification – Describe the existing features, conditions & problems to be addressed.

GEOGRAPHIC LOCATION INFORMATION

County:		Municipality/Pueblo:	
NM Senate Dist.		NM House Dist.	Attach a map showing the location or route of the project.

Project Type (check only one box to categorize the main purpose of the project):

- | | |
|--|---|
| <input type="checkbox"/> - Bicycle/Pedestrian | <input type="checkbox"/> - Miscellaneous (Studies, Rest Area, Enhancements) |
| <input type="checkbox"/> - Capacity (Expansion, New Roads, Add Lanes) | <input type="checkbox"/> - Safety (Guardrail, Rockfall Mitig., Signals, RR xings) |
| <input type="checkbox"/> - Highway & Bridge Preservation (Rehab/Recon/Repl) | <input type="checkbox"/> - Transit (Commuter Rail, Park & Ride, Vehicle Purchase) |
| <input type="checkbox"/> - ITS & TSM (Intel. Transp. Sys. & Trans. Mgmt. Sys.) | <input type="checkbox"/> - TDM (Travel Demand Management) |

Functional Classification of the Roadway the Project is Located On (check only one box):

- | | |
|---|---|
| <input type="checkbox"/> - URBAN Principal Arterial-Interstate | <input type="checkbox"/> - N/A: Not Applicable or Non-Roadway Project |
| <input type="checkbox"/> - URBAN Principal Arterial-Expwy/Frwy (limited acc.) | <input type="checkbox"/> - RURAL Principal Arterial-Interstate |
| <input type="checkbox"/> - URBAN Principal Arterial-Other Highway | <input type="checkbox"/> - RURAL Principal Arterial-Other Highway |
| <input type="checkbox"/> - URBAN Minor Arterial | <input type="checkbox"/> - RURAL Minor Arterial |
| <input type="checkbox"/> - URBAN Collector | <input type="checkbox"/> - RURAL Major Collector |
| <input type="checkbox"/> - * URBAN Local Street (see note below) | <input type="checkbox"/> - * RURAL Minor Collector (see note below) |
| <input type="checkbox"/> - T.B.D. To Be Determined | <input type="checkbox"/> - * RURAL Local Road (see note below) |
| <input type="checkbox"/> - Various, Project Spans Various Classifications | |

* Use of Federal funds on urban local streets, rural minor collector & local roads is not customary except for bridge projects. Please explain why you are submitting a project on this classification of highway - _____.

STEP A.2 – ITS - Will this project include any of the following:

☐-Yes ☐-No

This is NOT an inclusive or comprehensive list of ITS Architecture project elements, only common ones

- | | | |
|--|---------------------------------------|-------------------------------------|
| Traffic monitoring sensors such as
in-pavement loops/acoustic sens. | Remote traffic monitoring | Fiberoptic cable and/or connection |
| RWIS pavement sensors | Traffic signal installation or coord. | ITS integration |
| Video imaging and/or CCTV | Traffic signal pre-emption | Message Signs |
| | Traffic signal prioritization | Transit stops/Rail stations/Airport |

If you answered “yes” to this question, the project most likely will need to be included in the Albuquerque Metropolitan Planning Area ITS Architecture and New Mexico Statewide ITS Architecture before any Federal funds can be expended for any ITS component project element. For information, contact Nathan Masek at (505) 724-3620 or Nmasek@mrcog-nm.gov or Mark Sprick at (505) 724-3633 or Msprick@mrcog-nm.gov

If “yes”, after contacting the ITS coordinator, is this project included/being added to the ITS Architecture? ☐-Yes ☐-No

If “yes”, who will be the contact person for data collection? Name: _____.

Off. Phone: _____, email: _____.

STEP A.3 – CMP - Will this project be located on any of the following identified CMP corridors?

☐-Yes ☐-No

- | | | |
|--|---|--|
| I-25 (Isleta Bdry-U2 550) | 4th St. (Lomas-Alameda) | Menaul Blvd. (Rio Grande-Tramway) |
| I-40 (W Central-SF Co. Line) | Arenal Blvd. (Unser-Isleta Bl.) | Montgomery Blvd. (I-25-Tramway) |
| NM 6 (Huning Ranch Lp-NM 47) | Bridge/C. Chavez Blvd. (Unser-University) | Montaño Rd. (Unser-I-25) |
| NM 14 (1mi S of 333-Bern Co Line) | Central Ave. (PDV-Tramway) | Paradise Blvd. (Universe-Eagle Ranch Rd) |
| NM 47/Broadway/Edith (NM 6-Osuna) | Coors/NM 45/NM 448 (Isleta Bdry-NM 528) | PDN/NM 423 (Universe-Tramway) |
| NM 500/D Chavez/Rio Bravo (98 th -Univ.) | Eubank Blvd. (KAFB-PDN) | San Mateo/Osuna (Gibson-2 nd) |
| NM 528/Alameda Blvd. (Coors-I-25) | Gibson Blvd. (Broadway-Louisiana) | Southern Blvd. (Rainbow-NM 528) |
| NM 528/RR Blvd. (Coors-US 550) | Irving Blvd. (Rainbow-Coors) | Unser Blvd/NM 345 (NM 500-US 550) |
| NM 556/Tramway (Central-PDN) | Isleta Blvd./NM 314 (Rio Bravo-Bridge Bl.) | Wyoming Blvd. (KAFB-PDN) |
| US 550 (NW Loop-I-25) | Jefferson St. (Montgomery-Alameda) | |
| 2nd St. (Lomas-Alameda) | Lomas Blvd. (Central-Tramway) | |

If you answered “yes” please explain how this is consistent with the strategies developed in the CMP.

STEP A.4 – (Optional) - You may submit any additional information that may be pertinent to your proposal.